

CIVIL AIR PATROL  
OREGON WING HEADQUARTERS  
28735 GRUMMAN DRIVE  
EUGENE, OREGON

OREGON WING SUPPLEMENT 1  
CAP REGULATION 66-1, 1 February 2000

1 JANUARY 2006  
**Includes Change 1, 17 February 2006**  
**Includes Change 2, 12 April 2006**

## **Maintenance of CAP Aircraft**

### **CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT**

CAPR 66-1, dated 1 February 2000, is supplemented as follows:

#### **A. Purpose:**

To define and modify requirements of CAPR 66-1 for the specific needs of the Oregon Wing (ORWG) while meeting safety and FAA standards. This supplement, used in conjunction with CAP regulations, provides uniform instructions for utilization and maintenance of the CAP corporate aircraft assigned to ORWG.

#### **B. Centralized Maintenance Management Program (CMMP).**

This supplement establishes a CMMP as follows:

1. The ORWG Commander has designated the Aircraft Maintenance Officer (LGM) to administer all phases of CAPR 66-1 and this supplement to achieve a centralized aircraft maintenance program. The LGM shall report to the Wing Director of Operations.
2. All aircraft in Oregon Wing are assigned to Wing Headquarters. Subordinate units within ORWG have no responsibility for aircraft maintenance or financial operations.
3. All aircraft maintenance activity will be coordinated through the LGM. No maintenance or repair may be initiated without the approval of the Wing LGM. Each unit commander shall appoint an aircraft manager who will see to the day-to-day operations and upkeep of their asset.
4. The Wing LGM will manage the maintenance for all aircraft assigned to the Wing. The LGM shall authorize all required inspections as described in CAPR 66-1, para. 8 and contract for the work with qualified aircraft inspection and repair facilities.
5. The LGM shall also authorize and contract for organizational maintenance as described in CAPR 66-1, para. 9.
6. The aircraft manager shall monitor the usage and maintenance of aircraft and request approval from the Wing LGM for all major maintenance.
7. The LGM shall monitor the usage of aircraft and request approval from NHQ CAP/LGM for all major maintenance as described in CAPR 66-1, paragraph 12.
8. The Wing LGM may authorize major maintenance work required under the Engine Management Program CAPR 66-1, para. 10a and 10b, or other maintenance following receipt of NHQ CAP/LGM approval
9. The Director of Operations shall ground any aircraft that has not completed the required inspections and maintenance as stated in CAPR 66-1, paragraphs 8 thru 10.

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Supersedes all previous ORWG Supplements to CAPR 66-1

OPR: ORWG/DO

Distribution:     1 ea Unit             All Pilots, ORWG  
                      1 ea Wg Staff        All Aircraft Managers, ORWG  
                      1 ea LO

10. Any aircraft stationed for more than one month west of the crest of the Oregon Coast Range shall be considered to be in a corrosion prone area and will be treated with Corrosion Preventive Compound (CPC) annually. All other aircraft shall be treated biennially.

### C. Aircraft Manager Responsibilities

This supplement outlines procedures and responsibilities for Aircraft Managers.

1. The aircraft manager is responsible for monitoring and the coordination of aircraft maintenance. When maintenance is required, the aircraft manager will coordinate maintenance with the LGM. The aircraft manager needs to see that the aircraft and equipment are kept safe and clean.
2. The Oregon Wing policy is not to assign corporate aircraft to individual units. Therefore aircraft managers are considered on temporary duty assignment to Wing HQ. The Wing aircraft are moved around the State dependent on usage. Aircraft managers are expected to maintain any corporate aircraft located on their airfield.
3. The aircraft manager is responsible to see that the monthly Aircraft Utilization and Status Report (ORWG Form 309) is sent to Wing HQ by the 5<sup>th</sup> of the following month. **Prior to sending information to Oregon Wing, the aircraft manager shall reconcile all entries against the released flight hours as entered in the WMU. Changes to reconcile may be made in the aircraft log by the aircraft manager or in the release by contacting the flight release officer for the sortie (FRO).** This report is to be transmitted electronically via the Wing Management Utility (WMU). Copies of the aircraft flight logs (ORWG Form 302) need to be mailed or FAX'ed to Wing HQ.
4. An inspection of the aircraft needs to be completed on a monthly basis and recorded on CAPF 71, Jun 05. The aircraft manager should review the Aircraft Discrepancy Sheet when conducting this inspection and notify the LGM with any major concerns. Mail or FAX this inspection report along with the aircraft flight logs to Wing HQ.
5. Aircraft shall be washed at least every 6 months to prevent corrosion and enhance the aircraft's appearance.

### D. Fuel Payments

This supplement outlines the policies and procedures for paying for fuel used in corporate aircraft on all authorized CAP flights.

1. Wing owned credit cards are placed under the stewardship of the Wing Director of Operations (DO). A Wing credit card is to be used only on Air Force Assigned Missions (AFAM).
2. Credit cards may be available to Incident Commanders on missions where mission bases are established. Incident Commanders (IC's) will be responsible and accountable for the use of those cards for that mission. IC's should appoint a Fueling Officer to manage the fueling and control documentation for the respective mission base..
3. For aircraft sorties not flown from a mission base as described in paragraph 2 above, pilots shall refuel the aircraft after each flight and pay for the cost of fuel using their own credit card or means of payment. Pilots will submit a CAPF 108 for reimbursement for all sorties flown under an Air Force authorized and funded mission symbol.
4. Failure to comply with any portion of this supplement or regulation may result in suspension or revocation of CAP flying privileges.

**E. Payments for Maintenance**

1. All members flying corporate aircraft, on non-reimbursable missions (Air Force or other), that are released in accordance with CAPR 60-1 para. 4-3 (Flight Release on CAP Corporate Missions) shall pay the appropriate rate as stated in Attachment 1 to this supplement as recorded on the aircraft's Hobbs meter, or, if the aircraft is not equipped with a Hobbs meter, the elapsed tachometer time multiplied by 1.2.
2. The appropriate fee, in full shall be paid to the aircraft manager on the day of the flight, or a check shall be left in the aircraft handbook. Checks should have the aircraft tail number written on it for tail number accountability. The pilot shall also refuel the aircraft as required in para. D, 4, above. The rates set in Attachment 1 were calculated as required in CAPR 66-1 para. 14a(2).

**F. Aircraft Financial Management**

1. The LGM, in conjunction with the Wing Finance Officer will be responsible for the accounting of all expenses to Oregon Wing relating to the operation of its corporate aircraft. This includes charges for parts and supplies; minor maintenance and repairs. Not included in these costs are those items eligible for reimbursement under the provisions of Aircraft Major Maintenance Reimbursement as stated in CAPF 66-1 or any other expenses covered by Hull insurance or repairs paid for by others.
2. The accumulated cost shall be tallied and reviewed annually. A full and complete statement of all individual aircraft expenses shall be delivered to the Wing Finance Committee. At that time the Wing Director of Operations shall deliver a statement of hours flown by each aircraft during this same period. From this information the Finance Committee will develop an hourly cost for the maintenance of each aircraft.
3. With this data and the extent of outside support known, the Committee will recommend to the Wing Commander the hourly rates for each type of aircraft to be charged to its members.

**G. Survival Kits**

Survival Kits shall be carried aboard all airplanes assigned to ORWG on every flight. Attachment 2 of this Supplement is a list of the minimum recommended contents of this kit. Contents may be adjusted for seasonal requirements.

2 Attachments:  
1 Aircraft Flying Rates  
2 Survival Kit

OFFICIAL

//signed//  
TERRY MCCABE, Major, CAP  
Director of Operations

//signed//  
THEODORE S. KYLE, Colonel, CAP  
Commander

**Attachment 1 – Aircraft Rates**

C-182	\$41 per hour
C-172	\$30 per hour

**Attachment 2 – Survival Kit**

1. Finger saw
2. Matchbox, water proof
3. Water Packs 4 ounce, 4 each
4. Water Bag, 3 pints
5. Firefly plus strobe light
6. Emergency thermal bags, 36x84 inch
7. Sparklite with flint wheel & tender
8. Signal mirror, 3x5 inch
9. Magnetic Compass
10. Knife, USMC with sheath
11. Emergency fishing kit
12. Survival whistle, 2 each
13. Wet Nap towelettes, 2 each
14. AA batteries, 4 each
15. Water purification tablets, 1 bottle of 50 tablets
16. First Aid Kit containing:
  - a. 18x36 inch gauze, 2 roles
  - b. ½ x 90 inch adhesive tape, 2 roles
  - c. Bandages, 6 per pack, 2 packs
  - d. Compress
  - e. 11-3/4 inch square dressing
  - f. 4x7 inch dressing

Items with expiration dates should be checked on a yearly basis for replacement.

CIVIL AIR PATROL

OREGON WING HEADQUARTERS  
28735 GRUMMAN DRIVE  
EUGENE, OREGON

CHANGE 1  
OREGON WING SUPPLEMENT  
17 February 2006

**Maintenance of CAP Aircraft**

**CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT**

National Headquarters has mandated that wings cannot charge less for aircraft usage than is paid for USAF missions in accordance with CAPR 173-3. As a result, Oregon Wing must make some changes in its supplement to the CAPR 66-1.

Oregon Wing Supplement to CAPR 66-1, dated 1 January 2006, is supplemented as follows:

Page Changes:

Page 2, Section is changed to:

- 3 The aircraft manager is responsible to see that the monthly Aircraft Utilization and Status Report (ORWG Form 309) is sent to Wing HQ by the 5<sup>th</sup> of the following month. **Prior to sending information to Oregon Wing, the aircraft manager shall reconcile all entries against the released flight hours as entered in the WMU. Changes to reconcile may be made in the aircraft log by the aircraft manager or in the release by contacting the flight release officer for the sortie (FRO).** This report is to be transmitted electronically via the Wing Management Utility (WMU). Copies of the aircraft flight logs (ORWG Form 302) need to be mailed or FAX'ed to Wing HQ.

Page 4, Attachment 1, Aircraft Rates is changed to:

<b>N7343S (C-182)</b>	<b>\$62 per hour</b>
<b>All other C-182</b>	<b>\$41 per hour</b>
<b>Maul (MT7)</b>	<b>\$41 per hour</b>
<b>C-172</b>	<b>\$30 per hour</b>

Supersedes Original Release of Supplement to CAPR 66-1

Shaded areas represent changes.

OPR: ORWG/DO

Distribution: 1 ea Unit All Pilots, ORWG  
1 ea Wg Staff All Aircraft Managers, ORWG  
1 ea State Director

OFFICIAL

//signed// PETER ANDERSEN, Lt Col, CAP Director of Operations	//signed// THEODORE S. KYLE, Colonel, CAP Commander
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## CIVIL AIR PATROL

OREGON WING HEADQUARTERS  
28735 GRUMMAN DRIVE  
EUGENE, OREGON

CHANGE 2  
OREGON WING SUPPLEMENT  
12 April 2006

### Maintenance of CAP Aircraft

#### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

National Headquarters has approved an Oregon request to modify the reimbursement rate for the 250 hp C182 assigned to Oregon Wing. In addition, a review of Oregon policies with regard to credit card use and a review of survival requirements have necessitated that Oregon Wing must make some changes in its supplement to the CAPR 66-1.

Oregon Wing Supplement to CAPR 66-1, dated 1 January 2006, is supplemented as follows:

##### Page Changes:

Page 2, Section D, is changed to:

1. Wing owned credit cards are placed under the stewardship of the Wing Director of Operations (DO). A Wing credit card is to be used only on Air Force Assigned Missions (AFAM).
2. Credit cards may be available to Incident Commanders on missions where mission bases are established. Incident Commanders (IC's) will be responsible and accountable for the use of those cards for that mission. IC's should appoint a Fueling Officer to manage the fueling and control documentation for the respective mission base..
3. For aircraft sorties not flown from a mission base as described in paragraph 2 above, pilots shall refuel the aircraft after each flight and pay for the cost of fuel using their own credit card or means of payment. Pilots will submit a CAPF 108 for reimbursement for all sorties flown under an Air Force authorized and funded mission symbol.
4. Failure to comply with any portion of this supplement or regulation may result in suspension or revocation of CAP flying privileges.

Page 3, Section G, Survival kit

Add the word "recommended" between minimum and contents

Page 4, Attachment 1, Aircraft Rates is changed to:

Remove references to N7343S and Maul

Remove **All other C-182** **\$41 per hour**

Add: C-182 \$41 per hour

Page 5, Attachment 2, Survival Kit

Remove item 1 (50 ft of rope)

Supersedes Original Release of Supplement to CAPR 66-1

Shaded areas represent changes.

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PETER ANDERSEN, Lt Col, CAP  
Director of Operations

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THEODORE S. KYLE, Colonel, CAP  
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